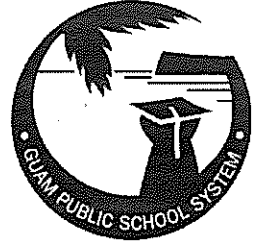




LUIS S.N. REYES
Superintendent of Education

**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0495 thru 475-0498
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RAMON T. LIZAMA
Administrator

April 23, 2007

An Equal Opportunity Employer

ANNOUNCEMENT
~CONTINUOUS~

The Guam Public School System (GPSS) wishes to announce **OPEN COMPETITIVE AND PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

ACCOUNTANT I (2.330)

SALARY: Pay Grade K
Open: Step 1-10, \$24,656.00-\$36,984.00 Per Annum
Prom: Step 1-20, \$24,656.00-\$52,170.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is routine professional accounting work.

Employees in this class perform routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments. Supervision may be exercised over subordinate accounting technicians and clerks.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)* Maintains controlling ledgers; reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyses, reports and financial statements; advises management concerning financial problem areas. Participates in the installation and modification of accounting systems to meet the needs of the department/agency or to conform with mandated requirements. Participates in the internal audit of financial records. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of accounting.

Knowledge of basic principles and practices of automatic data processing.

Ability to learn, interpret and apply pertinent laws, rules and regulations governing the accounting operation of the department/agency.

Ability to analyze and interpret accounting data and make recommendations concerning current financial problems.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to maintain financial records and prepare financial reports.

Ability to supervise the work of accounting technicians and clerks may be required.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit an "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division